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State Agencies

Idaho
Nevada

Utah

DATE: July 17, 2012

To: Incident Commanders and Incident Management Team Members

From: Chair, Great Basin Coordinating Group

Subject: ROSS Mobilization and Documentation

We have experienced multiple occurrences of IMT members and others traveling to an incident prior to receiving a resource order for mobilization. The National Interagency Mobilization Guide, (page 12 line 1), states that "travel information for resources will be transmitted by using the ROSS travel function." An individual must have given their host dispatch center that information prior to travel. This is for tracking of employees and resources to ensure safety and accountability.

Self-dispatching of resources in the Great Basin is not acceptable. The Great Basin Coordination Centers will not generate orders or provide charge codes for resources after they have traveled to an incident. This may result in home units being responsible for mobilization costs.

If there is a situation where a resource must travel prior to receiving their order approval must be granted by the Incident Commander and GACC Manager. Supporting documentation should be added when the order is created.

If you have any questions please contact Eastern Great Basin or Western Great Basin Center Managers.

/s/ Sue Stewart